

***NATIONAL MARINE FISHERIES SERVICE POLICY DIRECTIVE 32-101
FEBRUARY 26, 1995***

Information Management

PERSONAL USE OF GOVERNMENT COMPUTERS

NOTICE: This publication is available at: <http://www.nmfs.noaa.gov/directives/>.

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SUMMARY OF REVISIONS:

cc:Mail for: James Czerwonky

Subject: OD meeting discussion; follow up.

► Forwarded: Gary C. Matlock 2/26/95 1:44 PM

To: Mailing List: #Office Directors

To: Nikki Bane at ~NMFS-1

To: Henry Beasley at ~NMFS-4

To: Thomas Bigford at ~NMFS-4

To: James Czerwonky at ~NMFS-1

To: Enforcement Director at ~NMFS-FEN

To: William Fox at ~NMFS-1

To: Margaret F. Hayes at Banyan

To: Charles Karnella at ~NMFS-5

To: Sam McKeen at ~NMFS-1

To: John Oliver at ~NMFS-1

To: Dick Roe at ~NMFS-1

To: Richard Schaefer at ~NMFS-5

The following off the bulletin board relates to the discussion at the last OD meeting concerning the personal use of government computers. Before any further discussions on whether or not NMFS should officially allow computers (or other equipment) for personal use, existing DOC/NOAA regulations need to be investigated further.

From: GK Harris (Gloria K. Harris) {Gloria K. Harris@HRMO@OA} at BANYAN 2/10/95 9:45AM (5545 bytes: 56 ln, 1 fl)

To: Danny Dillon at ~NMFS-1, Hugh Johnson at ~NMFS-1

Subject: [AT1] Human Resource Issues

----- Message Contents -----

FOR YOUR INFORMATION:

During the past few months, the Human Resource Services Division has received a number of questions regarding attendance of employees at conferences and seminars and the appropriate use of e-mail and computers. The following information is provided to help clarify these questions for you.

[section on USE OF OFFICIAL TIME TO ATTEND MEETINGS OF VOLUNTARY ORGANIZATIONS deleted.]

Proper Use of Government Computers

As a reminder, in accordance with the Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R. Part 2635.704, "An employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes." Government equipment/property can only be used for official business. Use for personal reasons, such as using a Government car for a personal errand, using the copier for reproduction of personal business, or using the computer to write a letter to a friend, is not allowed.

Recently, there have been incidents of leave recipients soliciting donations on E-mail. Although the recipients are responsible for seeking leave donors,

use of the E-mail for this purpose is considered personal, not official business. This is only one example of unauthorized use of electronic mail and serves as a reminder not to use e-mail for personal reasons.

Please ensure use of your Government equipment/property is for official use only, and if you have questions regarding usage contact Penney Baile on 301-713-0544.